



# USAG BAUMHOLDER



## TRANSPORTATION DIVISION

### Unit Transportation Coordinator Training



# Unit Transportation Coordinator Agenda

- Duties and Responsibilities
- Forms
- Accident Reports/Requirements
- Annual NTV Re-justifications
- Multiple NTV Operators
- Vehicle Classes
- Multiple Operators Requirements
- Regulations / SOPs
- Financial Liability Investigation of Property Loss (FLIPL)
- Utilization Criteria
- Dispatch Procedures
- Maintenance
- NTV Use
- Emergency
- Breakdowns



# Classes of NTV's

Class "A" – Continuing Assignments

Class "B" – Recurring dispatch

Class "C" – Pooled Vehicles

"On Call Dispatches"



# **Unit Transportation Coordinator**

## **DUTIES AND RESPONSIBILITIES**



# Duties and Responsibilities

- Principle point of contact for NTV matters.
- Obtain and be familiar with the USAG Hessen IFMS Standing Operating Procedures (SOP) 58-1.  
Available at TMP.
- Create and maintain in-house scheduling system to ensure NTV requirements are documented and met.
- Consolidate/coordinate NTV requirements to ensure the maximum utilization of NTV's.



# Duties and Responsibilities



- Right-size the fleet to ensure that assigned vehicles meet utilization standards.
- Provide guidance, assistance, and documentation to personnel when being referred to TMP for general dispatch support.



# Duties and Responsibilities

- Operators of NTV's:
  - ✓ Properly licensed
  - ✓ Conduct preventive-maintenance checks
  - ✓ Familiar with NTV use and documentation requirements.
  - ✓ Operator completes all NTV use procedures.
  - ✓ Dispatch sheets are completed, all NTV utilized days and mileage are documented.
- Conduct monthly/quarterly/annual utilization reviews based on total unit-transportation requirements for recurring-dispatch vehicles, privately owned vehicle (POV) mileage, commercial bus, rail, and general dispatch NTV use.



# Duties and Responsibilities

- POC for resolution/payment of traffic violations incurred by operators of NTV.
- POC for modification requests of NTVs IAW USAG Hessen and TMP guidelines for permissible work.
- Unit will pay for modification and restoration of NTV to original configuration/design.
- Comply with policies for reporting utilization data.



# Duties and Responsibilities

- Coordinate on time delivery of NTVs to maintenance vendors for service and repair.
- Maintenance/repairs/warranty work will be performed by authorized maintenance dealers
- TMP will notify UTCs for turn-in for routine maintenance.
- UTCs will coordinate delivery/retrieval of NTV, operator, and occupants.



# Duties and Responsibilities

- Record maintenance downtime on dispatch, to include date and time NTVs are placed in and returned from maintenance.
- POC for NTV breakdowns:
  - ✓ Inform unit leaders, operators/occupants unit is responsible for coordinating and providing onward/ return transportation.
- Unit must coordinate with TMP for assignment of alternate NTV, or arrange alternate transportation arrangements to recover NTV operator/occupants.



# Duties and Responsibilities

- Onward/return transportation of operator/occupants is not the responsibility of vehicle recovery contractor, TMP staff, or IFMS.
- Immediately notify TMP of NTV breakdown/accident required to coordinate vehicle recovery.



# OPERATORS

# DUTIES AND

# RESPONSIBILITIES



# Duties and Responsibilities

## Operators:

- Operate vehicle/equipment in safe and prudent manner.
- Report unsafe operating conditions of vehicle or equipment.
- Immediately report all accidents/incidents to supervisor and TMP staff/MP's (DSN 485-1800/7552 Commercial 06783-6-1800/7552).



# Duties and Responsibilities

- Ensure vehicle is properly secured when unattended.
- **Ensure vehicle is properly serviced.**
- Ensure warning triangle is displayed when vehicle is disabled:
  - ✓ German Autobahn - 200 meters
  - ✓ Public street - 100 meters



# **SENIOR OCCUPANT DUTIES AND RESPONSIBILITIES**



# Duties and Responsibilities

## Senior Occupant:

- Ensure operator does not exceed maximum operating hours IAW AR 385-55 without a rest break.
- Do not exceed authorized seating capacity.
- Operator/Occupants wear installed restraint systems when vehicle is in motion.
- Operator complies with road signs, posted speed limits and adjusts as dictated by weather, traffic, and road conditions.



# Duties and Responsibilities

- Assist operator in recognizing unsafe traffic situations and unsafe mechanical conditions of vehicle.
- Assist operator in backing or executing unsafe maneuvers, traffic situations and unsafe mechanical conditions.
- Post personnel, if applicable, to warn approaching traffic when vehicle is stopped or disabled.
- Operator maintains proper interval between vehicles.

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**U.S. Army Garrison  
Baumholder**  
AUGUST 2006  
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# Duties and Responsibilities

- Only authorized personnel are allowed to travel in government vehicle, for “Official use only”.
- Responsible for overall safety of occupants.



# COMMANDERS

# DUTIES AND

# RESPONSIBILITIES



# Duties and Responsibilities

Interview and select driver candidates.

- Operators are properly licensed, trained IAW AE 58-1, to include:
  - ✓ Driver responsibilities
  - ✓ Government liability
  - ✓ Laws and regulations
  - ✓ Vehicle inspection and maintenance
  - ✓ Accident avoidance.



# Unit Transportation Coordinator

## Forms

Vehicle operators checklist - IMEU-BMH-LGT FORM 58-1-2R

Request for Motor Transportation – IMEU-BMH-LGT FORM 58-1-1R

Motor Equipment Utilization Record - IMEU-BMH-LGT FORM 58-1-3 R

Notice of Delegation of Authority-Receipt for Supplies - DA FORM 10

Receipt for Official Fuel Coupons - AE FORM 710-2A-R

Motor Vehicle Accident - FORM SF 91



# Unit Transportation Coordinator

## Accident Reports / Requirements

- **SF Form 91** (Motor Vehicle Accident Report) is filled out by the operator at the scene of the accident.
- If the operator is unable to prepare the form, e.g., incapacitated due to injury, the report must be completed by his/her supervisor.
- Supervisor must indicate on the **SF Form 91** if the accident occurred within the employee's scope of duty and sign the form.



# Unit Transportation Coordinator Financial Liability Investigation of Property Loss (FLIPL)

## Vehicular Accidents

- IAW AR735-5,13-3(a10) Mandatory initiation of a Financial Liability Investigation of Property Loss (FLIPL) if :
  - The loss or damage involves a GSA vehicle.



# Unit Transportation Coordinator

## Utilization Criteria

*NTV utilization is a basis for TDA authorizations used by the USAREUR Equipment Survey Team. AR 58-1 and DOD Reg 4500.36-R require utilization of NTVs on recurring dispatch service be monitored on a monthly basis to insure that DA established utilization criteria are met. The USAREUR established standard for utilization is 85% to exclude holidays, weekends and maintenance days.*



# Unit Transportation Coordinator

## Utilization Criteria

- To prolong life of a vehicle:
  - ✓ TMP will examine mileage of all NTVs on recurring dispatch.
  - ✓ NTVs acquiring high mileage will be rotated with vehicles registering lower mileage.
  - ✓ Rotation will take place annually unless mileage is accumulated at an exceptional rate.



# Unit Transportation Coordinator

## Utilization Criteria

- Results of utilization effectiveness reviews will be reported to Commander, USAG Baumholder by DOL.
- Units will be advised that low or non-utilization may result in loss of recurring dispatch privileges.
- NTVs not meeting utilization rates and mileage standards must be identified:
  - ✓ Withdrawn from recurring dispatch
  - ✓ Integrated into the General Dispatch Fleet in order to retain assets within the community.



# Unit Transportation Coordinator Dispatch Procedures

## NTV Lease:

- Long Term Lease is in excess of 60 days.
  - ✓ Approval authority is UR.
- Short Term Lease may not exceed 60 days. Lease may not be used to overcome TDA shortages. Only valid criteria would be to satisfy essential surge related requirements (e.g. training missions, field exercises). Short Term Lease will not be approved consecutively or for the same mission requirements.
  - ✓ Approval authority is USAG Hessen Commander.
- Leased Vehicles are considered US Government vehicles. All rules and regulations are applicable.



# NTV Use

- NTVs are not designed nor authorized for “off road” use.
- Exceptions are those with four wheel drive (4X4) capability.
- Operation of NTVs will be in strict compliance of road condition classification policy.



# Breakdowns

## Roadside Recovery Instructions:

1. Immediately turn on four-way warning lights and post warning triangle
  - ✓ German Autobahn - 200 meters
  - ✓ Public street - 100 meters
2. During duty hours contact the TMP at DSN 485-1800/7552 civilian telephone no. 06783-6-1800/7552.
3. For IFMS leased vehicles emergency roadside recovery (wrecker) service is available 24 hours a day seven days a week. After duty hours (between 2145 hrs and 0500 hrs and on weekends) use the emergency numbers listed on the insert in your logbook or on the decal affixed to the left lower corner of the windshield. This service shall not be used, if the vehicle is parked on a military installation.



# Breakdowns



4. Emergency telephones are located along the Autobahns. Explain the problem to the operator. Be persistent with the callbox operator to use the emergency phone number, provided by IFMS (see para 3).
5. Provide the following information to the operator:
  - a. Your name,
  - b. Make and model of your vehicle
  - c. US Army Registration no. (license plate) of your vehicle
  - d. Exact location (Autobahn or highway number, between location/exit and location/exit or kilometer stone marker, direction of travel)
  - e. A telephone number where you can be reached at, if available
6. Do not leave the scene of the break down until the vehicle is recovered.



# Accident Reports / Requirements

- Immediately notify the TMP if an NTV operator reports a vehicle breakdown or accident. TMP will require information to coordinate vehicle recovery.
- Review all documents for completeness and accuracy related to incidents involving accidents or damages occurring to NTV's.
- Possess current valid license, state/UR/TMP and military as appropriate, certificate of accident prevention class attendance and current Accident Avoidance Course (AAC). During the period Oct thru March operator must have their OF 346 OVER STAMPED WINTER SAFE DRIVING.



# Annual NTV Re-Justifications

- Our current TDA is based upon past USAREUR approved justifications. Personnel, units and activities desiring the use of recurring dispatch vehicles must submit written justifications for requirements annually. Annual justifications must be submitted NLT 15 Dec of each year. Adjustments in requirements may be forwarded as requirements change.
- Recurring dispatch is a class of NTV service which recognizes the need of some organizations to have NTV support on a daily, recurring basis for the efficient and orderly conduct of official business. The justification must comprehensively state the NTV requirements and clearly establish the necessity for daily recurring dispatch. The requirements must be stated to reflect official business mission requirements.



# Annual NTV Re-Justifications

- Specific vehicles identified by bumper number, make or year will be omitted from the justification. Only the type of vehicle requested (e.g. sedan or truck, panel) should be indicated.
- Justification for NTV requirements need to be submitted in one copy. A separate justification must be submitted for each vehicle requested. Submission must include a summary sheet listing all requirements justified. Failure to submit justifications will result in withdrawal of an assigned vehicle and a loss of NTV authorization for the Garrison by the USAREUR Equipment Survey Team.
- In addition to recurring dispatch, however, there are other services available to accommodate transportation requirements. One of these is general dispatch through which TMP vehicles may be used for occasional trips outside the USAG Baumholder. Final consideration would be voluntary use of POVs on mileage reimbursement. The local area, where such transportation may be approved will be the limits of the ~~USAG Hessen AOR and the surrounding metropolitan areas of Heidelberg and Kaiserslautern.~~



# Multiple NTV Operators

## Responsibilities

- Additional personnel (operators) may be authorized to operate the vehicle.
- Original operator, unit supervisor and UTC are responsible for ensuring the additional operator is:
  1. Properly licensed,
  2. Both operators perform an inspection of the vehicle utilizing IMEU-BMH-LGT FORM 58-1-2R July 06 VEHICLE OPERATOR'S CHECKLIST.
- Operator to whom the vehicle is originally dispatched is responsible for ensuring requirements in 1-2 are met prior to additional personnel operating the vehicle.



# Regulations / SOPs

- AR 58-1 Management, Acquisition, and Use of Motor Vehicles, 10 August 2004
- AER 58-1 Management, Acquisition, and Use of Motor Vehicles. 27 January 2003
- AR 190-5 Motor Vehicle Traffic Supervision, 22 May 2006  
(EFFECTIVE DATE: 22 JUNE 2006)
- AER 190-1 Registering and Operating Privately Owned Motor Vehicles in Germany, 9 March 2005
- AR 600-55 The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)
- AER 600-55 Driver - and Operator - Standardization Program, 24 July 2003
- Memorandum, USAREUR, AEADC, 29 Jun 05,  
Subject: Unit Reimbursement for Accident Damage to Non-tactical Vehicles
- Memorandum, Installation Management Agency Europe Region, 31 Aug 05  
Subject: Non-tactical Vehicles (NTV) Accident Reimbursement  
~~Execution Procedures~~

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**U.S. Army Garrison -**

AUGUST 2006

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# Dispatch Procedures

- Authorized personnel will properly dispatch all vehicles.
- Operators will have in their possession:
  - ✓ Vehicle log book,
  - ✓ TMP computer generated vehicle dispatch record,
  - ✓ Valid OF 346, UR operators certificate of license
- Operators must show a valid operator license, state and/or military which qualifies them for the vehicle requested, and proof of accident avoidance training per AR 600-55 to obtain a current dispatch. Winter Safe Driving stamp on their OF 346 during the period Oct thru March.
- Operators will :
  - ✓ Perform before/during/after operation maintenance checks and services.
  - ✓ Document any damage or unserviceable item

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AUGUST 2006  
Report to the TMP Dispatch office prior to operation of the vehicle.



# Dispatch Procedures

- Upon return of NTV:
  - ✓ Vehicle will be cleaned
  - ✓ Fueled
  - ✓ Inspected by dispatch personnel before being accepted.
- Operators will keep the logbook in their possession during vehicle operation and secured. The logbook will contain forms for accident reporting, Fuel Coupons and information on obtaining repairs when the vehicle is out of the TMP area.
- Vehicles allocated to units/activities that are requested and not picked up by 0800 will be considered available for dispatch to other users, unless the requester notifies TMP the vehicle will be picked up at a later time.



# Dispatch Procedures (Class B)

- Each unit or activity requiring TMP vehicles on a recurring basis will evaluate their total requirements thoroughly and submit an annual written justification to TMP for each vehicle requirement.
- The UTC is expected to control the use of recurring dispatch vehicles sufficiently in order to consolidate requirements in a manner requiring the fewest number of vehicles. Vehicles not required on a particular day will be made available for other users. Should unit requirements exceed the number of vehicles allocated, the transportation coordinator will approve requests for TMP support.
- TMP vehicles will generally be maintained for pool dispatch (Class C) so as to be available to the greatest number of users. Vehicle allocations reflect transport requirements and do not present entitlement to specific vehicles. The MTO will make changes to vehicle assignment to meet higher priority operational requirements or for the purpose of fleet rotation.



# Dispatch Procedures (Class B)

- Specific vehicles may be assigned to certain users on a recurring basis (Class B dispatch) only if the user's requirements dictate a unique use, type of vehicle or involve specially installed equipment. An example of this is the trucks utilized for snow and ice removal/plowing operations.
- Daily recurring dispatch (Class B). Request and justification for assignment of a vehicle on recurring daily dispatch will be submitted by memorandum. Justification will include why existing organization or assigned vehicle assets are inadequate, to explain what administrative support NTV is required for. The MTO will review vehicle utilization quarterly to determine the continued need for recurring daily dispatch of each vehicle and the degree of utilization. The MTO will monitor and take appropriate action to reduce such dispatches due to lack of usage, changes in mission, misuse or discontinuance of a function.



# Dispatch Procedures (Class C)

## - Class C Pooled Vehicles (mission) / on call dispatch/U-Drive-It service vehicles will be requested:

- ✓ Utilizing Request for Motor Transportation (IMEU-BMH-LGT FORM 58-1-1R July 06),
- ✓ UTC's will submit written requests/justification for short-term mission dispatch.
- ✓ Designated UTC/assistant will sign requests (requests signed by other personnel will not be honored).
- ✓ Emergency, service may be obtained by calling TMP, Dispatch Section at 485-1800.
- ✓ Telephonic requests will be followed by written requests/justification at time of dispatch IMEU-BMH-LGT 58-1-1R will be submitted to TMP NLT three working days prior to required date.
- ✓ Requests received after that time will be honored if vehicles are available.
- ✓ When transport requirements exceed capability, TMP will determine priorities of dispatch.
- ✓ Class "C" vehicles will be returned to TMP upon completion of mission.
- ✓ Dispatch hours are 0610-2045 Monday-Friday.
- ✓ Vehicles required on extended dispatch (24 hours or more) must be individually justified.

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✓ Dispatch from the TMP must be justified by exception rather than the rule and will not be based on convenience to the user.

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# Maintenance

- Performance of scheduled service:
  - ✓ Is mandatory
  - ✓ No exception can be granted to preclude missed services that could cause serious accidents.
- Customers are requested to timely submit their NTV to IFMS contracted local vendors for required service. Failure to comply with scheduled service may result in loss of NTV from recurring dispatch.
- Vehicles requiring maintenance, service or repair will be processed through the TMP Dispatch Section. The dispatcher will assign a vendor and the vehicle entered into the maintenance log at TMP with the logbook retained at TMP. The unit is primarily responsible to deliver the vehicle to the vendor. When the vehicle is ready to be returned to service the unit will process through TMP for valid dispatch.



# Emergency Actions

- If vehicle can be driven without obvious additional damage or problems, drive it off the autobahn or other risky thoroughfare and proceed to a safe area.
- Turn on vehicle's warning lights and set up the highway warning triangle at 100 meters (200 meters on the autobahn) (or suitable distance) to the rear of the disabled vehicle.
- If operator has a cellular phone, the operator can decide whether to call directly to the roadside service/recovery firm located within the geographical area of the vehicle breakdown, or can call the supporting local TMP. A listing of all IFMS authorized vendors can be found in the vehicle Equipment Record Folder.
- If vehicle cannot be driven to exit the autobahn, and no cellular phone is available the operator must proceed to the nearest emergency call box or telephone booth. Again the operator can decide whether to call directly for the roadside service/recovery firm, the driver's home office, or the supporting local TMP.
- If the condition of the vehicle or the assistance that can be provided by the service or recovery firm indicates that the operator will require additional support, then the operator should contact the nearest TMP and explain the situation. If the operator is uncertain as to which TMP to contact, contact your